



## GRADING PLAN CHECKLIST

### PERMIT & CODE INFORMATION

### GRADING PLAN CHECK LIST

PROJECT: \_\_\_\_\_ FILE NO. \_\_\_\_\_

CHECKED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

#### PRIOR TO CHECKING:

1. Obtain three (3) copies of grading plan.
2. Review all conditions of approval.
3. Obtain street improvement plans, if required.
4. Field review site.

#### GENERAL:

1. All grading plans shall be prepared in ink on 24" x 36" sheet, with City standard title block.
2. Slope created along lot lines shall only be allowed to be constructed on a lower lot. If lower lot not within project limits, a letter of permission shall be obtained from property owner affected, which grants approval for slope or a retaining wall shall be constructed.

#### PLEASE MAKE THE FOLLOWING X MARKED CORRECTIONS

##### I. GENERAL REQUIREMENTS:

- ☐ 1. For submittal see Plan Check Submittal Requirements.
- ☐ 2. Obtain: ☐ Santa Clara Water District, ☐ Caltrans, or ☐ Other  
Agency: \_\_\_\_\_ approval before a grading permit will be issued.
- ☐ 3. Within a designated flood zone? A Zone \_\_\_\_, B Zone \_\_\_\_, X Zone \_\_\_\_, Floodway \_\_\_\_

##### II. TITLE BLOCKS:

- ☐ 1. Provide a legal description of property, include Tract No., or parcel Map No., and Lot No.
- ☐ 2. Include name, address, and phone number of:  
☐ owner, ☐ engineer, ☐ soils engineer, ☐ geologist
- ☐ 3. Provide a R.C.E. wet signature on all plans, calculations, etc.
- ☐ 4. Include scale
- ☐ 5. Benchmark, use City of Milpitas benchmark. Give benchmark name, elevation, location, and adjustment date.
- ☐ 6. Provide source of topography.

III. GRADING NOTES:

- ☐ 1. Add circled notes on General Grading Plan Notes to plan.
- ☐ 2. Add pavement notes (if any).
- ☐ 3. Check additional general or construction notes.
- ☐ 4. Provide quantity estimates.
- ☐ 5. State what will be done with excess dirt.

IV. SURVEY INFORMATION:

- ☐ 1. Provide a vicinity map on plan.
- ☐ 2. Include a north arrow and graphic scale.
- ☐ 3. Show distance and bearing or curve data on each property line.
- ☐ 4. Monumentation notes, if any.
- ☐ 5. Provide \_\_\_\_ copies of street plans.
- ☐ 6. Provide the following street information: ☐ survey data, ☐ street names on all streets, ☐ Street and right-of-way dimensions, ☐ direction of flow and grade of street, ☐ TC/FL elevations, ☐ driveway entries.
- ☐ 7. Show contour lines.
- ☐ 8. Include parcel or lot number and street address, if known.

V. GRADING PLAN:

- ☐ 1. Delineate pad dimensions.
- ☐ 2. Show building footprint.
- ☐ 3. Indicate elevations of pad and finished floor.
- ☐ 4. Show typical lot drainage with arrows and adequate spot elevations.
- ☐ 5. Show daylight lines of all cuts/fills.
- ☐ 6. Show location of berms, swales, brow ditches, down drains and other drainage facilities on plans.
- ☐ 7. Show location and details of public improvements (curb, gutter, sidewalk, street light, fire hydrants, driveway approaches....) on plans.
- ☐ 8. Show finish floor elevations of existing buildings to remain and finish floor elevations of buildings on adjacent property within 40' of project property lines.
- ☐ 9. Show accurate contours and/or elevations of existing and finish grade within 40' of project property line.
- ☐ 10. Show location of all trees with 6' or larger caliper, measured 6" above root ball. (removal requires permit)

VI. DETAILS:

- ☐ 1. Show details of all surface and subsurface drainage facilities, walls, and other drainage/protective devices on plan.
- ☐ 2. Show details of berms, swales, etc. on plan.
- ☐ 3. Show details of benching and keying (per soils report).
- ☐ 4. Show details of pavement structural section for on-site areas (if any).
- ☐ 5. Show cross section details to clarify existing and/or proposed improvements and cross sections at critical points along property line.

VII. SLOPES/SETBACKS:

- ☐ 1. Observe slope/building setbacks per City Code and standards.
- ☐ 2. Show detail of footing and slope face relation.
- ☐ 3. Show tops and toes of all cut/fill slopes to scale.
- ☐ 4. Show details of typical slope.
- ☐ 5. Obtain notarized, written permission for the off-site grading show on the plan.

- ☐ 6. Submit slope stability calculations.

VIII. DRAINAGE:

- ☐ 1. Provide concrete or gunite drainage devices to carry concentrated water.
- ☐ 2. Provide velocity reducers at drain outlet.
- ☐ 3. Design so as not to run drainage over the top edge of any slope.
- ☐ 4. Provide terrace drains, interceptor drain and subsurface drain down drains for cut and fill slopes.
- ☐ 5. Design to carry water to the nearest street, storm drain or natural watercourse.
- ☐ 6. Provide a recorded drainage easement.
- ☐ 7. Add the following general note that: "No obstruction of flood plains or natural water course by landfills or buildings shall be permitted."
- ☐ 8. On-site drainage over A.C. pavement shall be minimum grade of 1%. And drainage over concrete shall be no less than 0.6%.

IX. RETAINING WALLS:

- ☐ 1. Show natural grade/proposed grade elevations on both sides of wall.
- ☐ 2. Show top of wall and top of footing elevations.
- ☐ 3. Indicate all elevation changes on the wall.
- ☐ 4. Provide a typical design and engineering calculations for proposed wall.
- ☐ 5. If retaining walls are required:
  - ☐ a. Submit \_\_\_\_ copies of typical design and supporting engineering calculations.
  - ☐ b. Obtain a separate permit for the retaining walls/stem walls.

X. EROSION CONTROL/LANDSCAPING:

- ☐ 1. Submit erosion control/landscape plans prepared by a registered Landscape Architect.
- ☐ 2. Submit temporary erosion control plans.
- ☐ 3. Submit \_\_\_\_ copies of Storm Water Control Plan (C3) per City requirements (if applicable).

Project Address: \_\_\_\_\_

In order to process and expedite your request for a grading permit, please submit the applicable items listed below and included this checklist in your submittal.

**Submittal Requirements:**

- ☐ (1) Grading Application Permit completely filled out
- ☐ (6) Prints of plans on 24" x 36" with 1" margin, on City's standard title block
- ☐ (2) Copies of the soils/geotechnical report. If Soils Report is over 12 months old, also provide 3 copies of Soils Report update
- ☐ (3) Copies of on-site and off-site drainage study
- ☐ (3) Copies of any other calculations
- ☐ (1) Print of boundary survey or map of property, or an acceptable legal description if a map is not available
- ☐ (6) Prints of Erosion Control Plan
- ☐ (6) Prints of Erosion Control Plan/Storm Water Control Plan (if the project will disturb one acre or more or is part of a project that will disturb one acre or more)

**\*Also engineering checklist for Maps, Improvement Plans, and Landscape Plan when applicable.**

## CITY GRADING FEES:

### A. Plan Check and Micro Film

1. Plan Check .....\$138.00 per hour (2 hr. minimum)
2. Microfilm:
  - Plan sheet .....44.00 per plan sheet
  - 8 ½ x 11.....1.00 per sheet for first 10 sheets, plus \$0.50 for each additional sheet

### B. Inspection Fee (time and material when Private job account exist)

Cubic Yard	Permit Fee
0-10,000	\$396.00
10,001-100,000	\$396.00 plus \$52.00 for each additional 10,000 cubic yard or fraction thereof
1000,001 and up	\$864.00 plus \$26.00 for each additional 10,000 cubic yard or fraction thereof

### Notes:

1. All drawings and calculations must be signed by a registered Civil Engineer as required by California Business and Professional Code.
2. If one or more of the required items are not submitted, the application will be considered incomplete and will not be processed.
3. Grading permit may be issued to owner or a licensed contractor. An owner(s), who acts as general and hires non-licensed help to do the work, must provide Worker's Compensation insurance. Proof of insurance is required prior to permit issuance.
4. Grading plan must be in compliance with the requirements of the City of Milpitas grading ordinance and site-specific soils/geotechnical report. Any variation from code requirements must be noted on the plan and supported by evidence that the variation will not pose any hazards to public health and safety or be expensive to maintain.

I have read the above information and have submitted all required information.

Print Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_